Reviewer/Approver Quick Reference Guide

Travel Manager System (v8.0) Dryden Flight Research Center

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> **Travel Manager Help Desk: 276–2477**
> Netscape 4.7x   Internet Explorer 5.x
> **MAC Users must use IE**

❖ **LOGIN TO TRAVEL MANAGER**

Launch a correct browser and use the following URL – http://travelmanager.dfrc.nasa.gov to view the DFRC Travel Manager home page and look for new items. Click the Login to Travel Manager link. The Travel Manager login page will be displayed.

Enter a Login User Name and Password.

Verify that Doc Prep is in the selection box below the **Login** button.

Click the **Login** button.

Then, MAC Users must click their cursor in the password field and press enter.

Note: Always use the Tab Key or your Mouse to navigate between fields.

❖ **REVIEW/APPROVE A TRAVEL DOCUMENT**

Click the **Review Documents** link to the left on the main menu. The Review page shown below will display with a list of all documents waiting for review or approval.

All of the Documents listed in the Review queue will display by document type and departure date in reverse chronological order.

Please process documents in the following order:

- First, approve all Authorization documents that have a departure date within one week of the current date.
- Second, approve all Vouchers and Local Vouchers.
- Last, approve all Authorizations left in the review queue.

Click the **Document icon** next to the desired document name to view it. If adjustments have been made, select the adjusted document with the double asterisk (**).

The Open Document Signature page will display.

Enter Signature PIN and click **Sign**.

The Document Summary page will display for review/approval.

To review specific details on the document, click the links on the left hand side of page.

Click the **Document Summary** link to return to the Summary from any other page.

Click the **Document Status** link to sign/ stamp the Travel Document.

Validate the "**Status to Apply**".

Open Document Signature

Quick Tip
The Signature PIN is case sensitive!

Signature for Adjustment [ ]

For this Document you can:

Sign   to Review Document

Get   Document as View-Only

Cancel   Opening Document

Status for 24-XX040702

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:

Stamp   and Submit Document

Back   Continue

Status to Apply [SIGNED ▼]
Signature PIN [ ]
Remarks [ ]

Document Routing		This is the routing path the current document will take once routed
Name	Status	Level
A PREPARER2	SIGNED	0

Document History		This is the status history for this document
Date/Time	Status	Name	Remarks
07/07/02 1:58PM EST	CREATED	A PREPARER2	

Enter Signature Pin and specific remarks (approved/ disapproved with notes) in the **Remarks** box. The Travel Office will use these remarks to determine if the document should be 'Canceled', 'Returned', or processed with or without changes as identified. Repeat the Review/Approve steps for each of the Travel Documents in the Review queue.

Click in the **Stamp Document Without Adjustment** checkbox, if <u>no</u> <u>changes</u> were made. Leave the field blank if changes were made and changes will be saved to document.

Click the **Stamp** button. The Pre Audit page will display. Review any areas with a 'Fail' Status. This may not be an actual failure; it may be to draw the approver's attention to that item on the document.

The document is sent to the next approver. The browser will return to the starting page.

Click the **Continue** button.

Note: To close a document without making any changes, click the **Undo Adjustment button on the **Document Summary** page prior to exiting the document. If not, the document will be marked as adjusted even though no adjustment was made.

❖ **REMOVE AN EDIT LOCK**

If an "Edit Lock" is put on a document no one can enter that document to make changes until the edit lock is removed. The person who caused the edit lock can remove the edit lock. If you need assistance call the **Help Desk 276-2477.**

Click **Setup** from the tab menu links.
Travel Manager will start a new browser window.

Click **Admin** from the tab menu links in the new window

Click **Remove Edit Locks** link on the left side. A list of all locked documents will display.

Click on the document name to remove the lock.
A confirmation message "Document lock has been removed" will be displayed at the top of the page.

Click the **Close** button.

Close the browser window.

Note: Do not use browser navigation tools (e.g. back button) as this will cause an edit lock.